



ADMINISTRATION

OFFICE OF THE DEPUTY CHIEF MANAGEMENT OFFICER
9010 DEFENSE PENTAGON
WASHINGTON, DC 20301-9010

AUG 13 2014

MEMORANDUM FOR SECRETARY OF THE ARMY

SUBJECT: Advisory Committee on Arlington National Cemetery – Charter Renewal and Membership Balance Plan Approval

The charter renewal (TAB A) and the membership balance plan (TAB B) for the Advisory Committee on Arlington National Cemetery (“the Committee”) are approved. A copy of the Committee’s charter and membership balance plan will be provided to the Committee’s Designated Federal Officer (DFO) once the Advisory Committee Management Officer (ACMO) files the charter with the Congressional oversight committees, the Library of Congress, and the General Services Administration.

As part of the charter renewal process, this office, in consultation with the Office of General Counsel of the Department of Defense (OGC DoD), has affirmed that all individuals appointed to the Committee, once approved by the Deputy Secretary of Defense, shall be appointed to serve as special government employee (SGE) or regular government employee (RGE) members, as appropriate. The following points apply:

1. Individual members approved for appointment or renewal by the Deputy Secretary of Defense, who are not full-time or permanent part-time Federal officers or employees, shall be appointed as experts or consultants, pursuant to 5 U.S.C. § 3109, to serve as SGE members. Those who are full-time or permanent part-time Federal officers or employees shall be appointed, pursuant to 41 C.F.R. § 102-3.130(a), to serve as RGE members.
2. Each member shall be notified, in writing, of the Deputy Secretary of Defense approval decision. In preparing your appointment or renewal of appointment letters, the Committee’s DFO should consult the ACMO and OGC DoD, to include the Standards of Conduct Office. At a minimum, the letters shall contain the following:
 - a. Notice that each individual’s appointment to serve on the Committee is without compensation, with the exception of reimbursement of official Committee-related travel and per diem.
 - b. A statement that each individual is appointed to serve as a SGE or RGE member, as appropriate.
 - c. An explanation of the difference between serving as SGE and representative members.
 - d. A summary of the applicable ethics requirements, to include whether SGE members are required to file a Confidential Financial Disclosure Report.

As the Committee’s DoD Sponsor, you are responsible for:

1. Ensuring that the Committee's DFO attends all Committee and subcommittee meetings for the entire duration of each and every meeting.
2. Ensuring that the DFO and the Committee fully comply with all governing Federal statutes and regulations, DoD Instruction 5105.04, "Department of Defense Federal Advisory Committee Management Program," and policy decisions by the Secretary of Defense or the Director of Administration and Management.
3. Ensuring that all work done by the Committee and its subcommittees is based upon written tasks or terms of reference assigned to the Committee by the Secretary of Defense, the Deputy Secretary of Defense, or you, as the DoD Sponsor. All tasks or terms of reference are subject to public review and, at a minimum, shall include:
 - a. A description of the problem or policy to be analyzed and the DoD decision maker for the matter(s) under consideration.
 - b. Authority for the members of the Committee or its subcommittees to access DoD officials and DoD data that is pertinent to the matter(s) under consideration.
 - c. A budget limitation under which the Committee or its subcommittees must operate.
 - d. A date by which the Committee must submit its written conclusions (advice and recommendations) to the DoD decision maker.
4. Providing adequate support to the Committee and its subcommittees, and ensuring that the Committee and its subcommittees are not unduly or inappropriately influenced by Federal employees or any special interest group.
5. Ensuring that all visits to DoD installations or facilities by members of the Committee and its subcommittees are done in consultation with the Secretary of the Military Departments or the Chairman of the Joint Chiefs of Staff, as appropriate.
6. Ensuring that all members of the Committee and its subcommittees are appointed according to DoD policies and procedures. No member will participate in any work by the Committee or its subcommittees until all of the following have been completed: the member completes and submits to DoD all personnel and ethics paperwork required for his or her appointment; the appropriate DoD offices process the individual's personnel and ethics paperwork; and the individual takes the oath of office for his or her appointment.
7. Ensuring that all DoD and other Federal Agency documents provided to the Committee or its subcommittees are properly marked according to governing statutes, regulations, and DoD policies and procedures.
8. Monitoring the implementation status of any recommendation adopted by the DoD and ensuring that this information is available for future inquiries.

Based on the Secretary of Defense's memorandum of October 9, 2012, concerning advisory committees, we recommend you continually reevaluate the Committee's functions and reduce, where appropriate, the Committee's operating costs. As the Secretary indicated, we must continually assess our advisory committees to ensure that they deliver appropriate value today and in the future as times and requirements change.

If you should have any questions about this DoD Program, the Federal governance and compliance requirements, the charter renewal, or the membership balance plan, please contact the ACMO, Mr. Jim Freeman, at 703-692-5952 or by email at james.d.freeman4.civ@mail.mil.

A handwritten signature in black ink, appearing to read "M. Rhodes", with a long horizontal flourish extending to the right.

Michael L. Rhodes
Director

Attachments:

As stated

cc:

Office of General Counsel of the Department of Defense
Special Assistant to the Secretary of Defense (White House Liaison)

A

Charter
Advisory Committee on Arlington National Cemetery

1. Committee's Official Designation: The Committee shall be known as the Advisory Committee on Arlington National Cemetery ("the Committee").
2. Authority: The Secretary of Defense, through the Secretary of the Army, established the Committee, pursuant to 10 U.S.C. § 4723 and in accordance with the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(a).
3. Objectives and Scope of Activities: The Committee shall provide independent advice and recommendations on matters relating to Arlington National Cemetery, as set out below.
4. Description of Duties: The Committee shall make periodic reports and recommendations to the Secretary of the Army with respect to the administration of Arlington National Cemetery, the erection of memorials at the cemetery, and master planning for the cemetery. Any and all advice and recommendations shall also be forwarded to the Secretary of Defense or the Deputy Secretary of Defense.
5. Agency or Official to Whom the Committee Reports: The Committee shall report to the Secretary of the Army. The Secretary of the Army may act upon the Committee's advice and recommendations. Not later than 90 days after receiving a report or recommendations from the Committee, the Secretary of the Army shall submit the report or recommendations to the congressional defense committees and the Committees on Veterans' Affairs of the Senate and House of Representatives and include such comments and recommendations as the Secretary of the Army considers appropriate.
6. Support: The Department of Defense (DoD), through the Department of the Army, shall provide support deemed necessary for the Committee's performance of its functions and shall ensure compliance with the requirements of the FACA, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended) ("the Sunshine Act"), governing Federal statutes and regulations, and established DoD policies and procedures.
7. Estimated Annual Operating Costs and Staff Years: The estimated annual operating cost, to include travel and meeting and contract support, is approximately \$232,000.00. The estimated annual personnel cost to the DoD is 1.8 full-time equivalents.
8. Designated Federal Officer: The Designated Federal Officer (DFO), pursuant to DoD policy, shall be a full-time or permanent part-time DoD employee appointed in accordance with governing DoD policies and procedures.

In addition, the DFO is required to be in attendance at all Committee and any subcommittee meetings for the entire duration of each and every meeting; however, in the absence of the DFO, a properly appointed Alternate DFO shall attend the entire duration of each Committee or subcommittee meeting.

The DFO, or the Alternate DFO, shall call all meetings of the Committee and any subcommittees; prepare and approve all meeting agendas; and adjourn any meeting when the

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Advisory Committee on Arlington National Cemetery

DFO, or the Alternate DFO, determines adjournment to be in the public interest or required by governing regulations or DoD policies and procedures.

9. Estimated Number and Frequency of Meetings: The Committee shall meet at the call of the DFO, in consultation with the Chair. The estimated number of meetings is four per year.
10. Duration: The need for this advisory function is on a continuing basis; however, this charter is subject to renewal every two years.
11. Termination: The Committee shall terminate upon repeal of 10 U.S.C. § 4723.
12. Membership and Designation: The Committee shall be comprised of no more than nine members, who are eminent authorities in their respective fields of interest or expertise, specifically bereavement practices and administrative oversight, the erection of memorials, and master planning for extending the life of the cemetery, including:
 - a. One member nominated by the Secretary of Veterans Affairs.
 - b. One member nominated by the Secretary of the American Battle Monuments Commission.
 - c. No more than seven members nominated by the Secretary of the Army.

The Secretary of the Army, with the approval of the Secretary of Defense or the Deputy Secretary of Defense, will appoint the Committee members. Committee members who are not full-time or permanent part-time Federal officers or employees shall be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as special government employee (SGE) members. Those members who are full-time or permanent part-time Federal officers or employees shall be appointed, pursuant to 41 C.F.R. § 102-3.130(a), to serve as regular government employee (RGE) members. The Secretary of the Army will designate, for Secretary of Defense or Deputy Secretary of Defense approval, the Committee's chair from the total approved membership. Each member is appointed to provide advice on basis of his or her best judgment without representing any particular point of view and in a manner that is free from conflict of interest.

The Secretary of Defense or the Deputy Secretary of Defense may approve the appointment of Committee members for one-to-four year terms of service; however, no member, unless authorized by the Secretary of Defense or the Deputy Secretary of Defense, may serve more than two consecutive terms of service on the Committee. This same term of service limitation also applies to any DoD authorized subcommittees.

With the exception of reimbursement of official Committee-related travel and per diem, members of the Committee serve without compensation.

13. Subcommittees: The Department, when necessary and consistent with the Committee's mission and DoD policies and procedures, may establish subcommittees, working groups, and task forces to support the Committee. Establishment of subcommittees will be based upon a written determination, to include terms of reference, by the Secretary of Defense, the

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Deputy Secretary of Defense, or the Committee's sponsor, the Secretary of the Army.

The Committee has three permanent subcommittees. Each subcommittee member should have extensive professional experience in at least one of the following areas of operation and management of cemeteries: bereavement practices; erection of memorials and master planning; plans and strategies for addressing long-term governance challenges; and resource planning and allocation.

- a. The Honor Subcommittee shall be comprised of no more than 9 members. The primary focus of this subcommittee is to review and provide recommendations to the Committee regarding methods to address the long-term future of the Arlington National Cemetery, including how best to extend the active burials and what Arlington National Cemetery should focus on once all available space has been used. The estimated number of subcommittee meetings is up to 9 per year.
- b. The Remember Subcommittee shall be comprised of no more than 9 members. The primary focus of this subcommittee is to review and provide recommendations to the Committee on an independent assessment of methods to maintain the Tomb of the Unknown Soldier Monument, including the cracks in the large marble sarcophagus, the adjacent marble slabs, and the potential replacement marble stone for the sarcophagus already gifted to the Army. The estimated number of subcommittee meetings is up to 9 per year.
- c. The Explore Subcommittee shall be comprised of no more than 9 members. The primary focus of this subcommittee is to review and provide recommendations to the Committee on efforts to preserve the historic essence of Arlington National Cemetery and the development of an interactive means to share the Cemetery's unique history with the nation and the world, including an independent assessment of methods to address the issues dealing with capturing and conveying the Army national cemeteries' history, including examining Arlington National Cemetery Section 60 gravesite mementos and improving the quality of visitors' experiences now and for generations to come. The estimated number of subcommittee meetings is up to 9 per year.

Such subcommittees shall not work independently of the Committee and shall report all their recommendations and advice to the Committee for full deliberation and discussion according to FACA. Subcommittees have no authority to make decisions on behalf of the Committee, nor can any subcommittee or its members update or report directly to the DoD or any Federal officer or employee. If a majority of Committee members are appointed to a particular subcommittee, then that subcommittee will operate pursuant to the same notice and openness requirements of FACA which govern the Committee's operations.

The Secretary of Defense or the Deputy Secretary of Defense shall appoint subcommittee members, subject to annual renewals, even if the member in question is already a Committee member. Subcommittee members, with the approval of the Secretary of Defense, may serve a term of service on the subcommittee of one-to-four years.

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Subcommittee members, if not full-time or permanent part-time Federal officers or employees, shall be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as SGE members. Those members who are full-time or permanent part-time Federal officers or employees shall be appointed, pursuant to 41 C.F.R. § 102-3.130(a), to serve as RGE members. With the exception of reimbursement of official Committee and subcommittee-related travel and per diem, subcommittee members shall serve without compensation.

All subcommittees operate under the provisions of FACA, the Sunshine Act, governing Federal statutes and regulations, and established DoD policies and procedures.

14. Recordkeeping: The records of the Committee and its subcommittees shall be handled according to section 2, General Records Schedule 26 and appropriate DoD policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552, as amended).

15. Filing Date:

B

Membership Balance Plan
Advisory Committee on Arlington National Cemetery

Agency: Department of Defense (DoD)

1. Authority: The Secretary of Defense, through the Secretary of the Army, established the Advisory Committee on Arlington National Cemetery (“the Committee”) pursuant to 10 U.S.C. § 4723 and in accordance with the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(a).
2. Mission/Function: The Committee shall make periodic reports and recommendations to the Secretary of the Army with respect to the administration of Arlington National Cemetery, the erection of memorials at the cemetery, and master planning for the cemetery. Any and all advice and recommendations shall also be forwarded to the Secretary of Defense or the Deputy Secretary of Defense.
3. Points of View: The Committee shall be comprised of no more than 9 members, each of whom is an eminent authority in his or her respective field(s) of interest or expertise, specifically bereavement practices and administrative oversight, the erection of memorials, and master planning for extending the life of the cemetery. Members will be nominated as follows:
 - a. One member nominated by the Secretary of Veterans Affairs.
 - b. One member nominated by the Secretary of the American Battle Monuments Commission.
 - c. No more than seven members nominated by the Secretary of the Army.

The DoD, in selecting potential candidates for the Committee, reviews the educational and professional credentials of individuals and bases its selections on this review and the matters being addressed by the Committee. The Department has found that reviewing and assessing the complex issues facing Arlington National Cemetery through a multi-disciplinary advisory committee provides DoD senior leaders and, more importantly, the American public with a breadth of information and points of view on which to make better informed policy decisions. The use of an advisory committee further provides a forum for transparency with the American public and facilitates public input on policy issues pertaining to the Arlington National Cemetery.

Each member, based upon his or her individual and professional experiences, applies his or her best judgment to provide the best possible advice on the matters before the Committee, and he or she does so without representing any particular point of view and in a manner that is free from conflict of interest. Committee members, who are not full-time or permanent part-time Federal officers or employees, shall be appointed as experts or consultants pursuant to 5 U.S.C. §3109 to serve as special government employee (SGE) members. Those members who are full-time or permanent part-time Federal officers or employees shall be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as regular government employee (RGE) members. Committee member appointments shall be renewed on an annual basis by the Secretary of Defense or the Deputy Secretary of Defense.

Membership Balance Plan
Advisory Committee on Arlington National Cemetery

The Committee's membership balance is not static and the Secretary of Defense may change the membership based upon work assigned to the Committee by the Secretary of Defense, the Deputy Secretary of Defense, or the Secretary of the Army as the Committee's sponsor. In addition, the Department of Defense, unless otherwise directed by an Act of Congress or Presidential directive, does not use representative members on DoD established or supported advisory committees.

4. Other Balance Factors: N/A

5. Candidate Identification Process: In identifying potential candidates to be nominated for the Committee, the Department of the Army reviews the educational and professional credentials of individuals with extensive professional experience in bereavement practices and administrative oversight, the erection of memorials, and master planning for extending the life of the cemetery. Potential candidates are identified by the Committee's professional staff and senior DoD career and political officials. The Secretary of Veterans Affairs and the Secretary of the American Battle Monuments Commission will each provide one nomination for consideration.

The Committee's Executive Director/Designated Federal Officer and its staff will review the credentials of each potential candidate in an effort to narrow the list for presentation to the Executive Director, Army National Military Cemeteries. From the list presented to him, the Executive Director will forward his recommendations for the appointment of Committee members to the Secretary of the Army. In making his determinations as to which candidates to nominate to the Secretary of Defense for approval, the Secretary of the Army will strive to achieve a balance between the educational and professional credentials of the individuals and the matters that the Secretary anticipates will be assigned to the Committee in order to achieve balance in terms of the points of view represented on, and expertise in the functions to be performed by, the Committee.

Prior to nominating the potential candidates for approval, the list of candidates will undergo a review by the DoD Office of General Counsel and the Office of the Advisory Committee Management Officer to ensure compliance with Federal and DoD governance requirements, including compliance with the Committee's charter and membership balance plan.

Concurrently, the candidates are required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for advisory committee members. The Secretary of the Army then formally nominates the potential candidates to the Secretary of Defense for approval. Pursuant to DoD policy, only the Secretary of Defense or the Deputy Secretary of Defense can invite or approve the appointment of individuals to advisory committees established or supported by the DoD.

Committee and subcommittee member vacancies will be filled in the same manner as described in the previous three paragraphs.

The Secretary of Defense or the Deputy Secretary of Defense may approve the appointment of Committee members for a term of one-to-four years, but no member may serve more than

Membership Balance Plan
Advisory Committee on Arlington National Cemetery

two consecutive terms of service without approval from the Secretary of Defense or the Deputy Secretary of Defense. The same term of service limitations also apply to any DoD authorized subcommittees.

6. **Subcommittee Balance:** The Department, when necessary and consistent with the Committee's mission and DoD policies and procedures, may establish subcommittees, working groups, or task forces to support the Committee.

The Committee has three permanent subcommittees. Each subcommittee member should have extensive professional experience in at least one of the following areas of operation and management of cemeteries: bereavement practices; erection of memorials and master planning; plans and strategies for addressing long-term governance challenges; and resource planning and allocation.

- a. The Honor Subcommittee shall be comprised of no more than 9 members. The primary focus of this subcommittee is to review and provide recommendations to the Committee regarding methods to address the long-term future of the Arlington National Cemetery, including how best to extend the active burials and what Arlington National Cemetery should focus on once all available space has been used.
- b. The Remember Subcommittee shall be comprised of no more than 9 members. The primary focus of this subcommittee is to review and provide recommendations to the Committee on an independent assessment of the methods to maintain the Tomb of the Unknown Soldier Monument, including the cracks in the large marble sarcophagus, the adjacent marble slabs, and the potential replacement marble stone for the sarcophagus already gifted to the Army.
- c. The Explore Subcommittee shall be comprised of no more than 9 members. The primary focus of this subcommittee is to review and provide recommendations to the Committee on efforts to preserve the historic essence of Arlington National Cemetery and the development of an interactive means to share the Cemetery's unique history with the nation and the world. This includes an independent assessment of methods to address issues with capturing and conveying the Army national cemeteries' history, including examining Arlington National Cemetery Section 60 gravesite mementos and improving the quality of the visitor experience now and for generations to come.

The Secretary of Defense or the Deputy Secretary of Defense shall approve the appointment of subcommittee members, subject to annual renewals. Subcommittee members may be members of the Committee or new nominees, as recommended by the Secretary of the Army and based upon the points of view represented and the functions to be performed. Subcommittee members, who are not full-time or permanent part-time Federal officers or employees, shall be appointed as experts or consultants pursuant to 5 U.S.C. §3109 to serve as SGE members. Those members who are full-time or permanent part-time Federal officers or employees shall be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as RGE members.

Membership Balance Plan
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7. Other: As nominees are considered for appointment to the Committee, the DoD adheres to the rules and regulations issued by the Office of Management and Budget's Final Guidance on Appointment of Lobbyists to Federal Panels and Commissions (76 FR 61756; October 5, 2011) and the rules and regulations issued by the Office of Government Ethics.
8. Prepared:

C

**CHARTER
ADVISORY COMMITTEE ON ARLINGTON NATIONAL CEMETERY**

1. **Committee's Official Designation:** The Committee shall be known as the Advisory Committee on Arlington National Cemetery (hereafter referred to as "the Committee").
2. **Authority:** The Secretary of Defense, under the provision of Public Law 112-81 § 591, National Defense Authorization Act for Fiscal Year 2012 (enacting in part 10 U.S.C. § 4723); the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended); and, 41 CFR § 102-3.50(a) (required by statute), established the Committee.
3. **Objectives and Scope of Activities:** The Committee shall provide independent advice and recommendations on matters relating to Arlington National Cemetery, as set out in paragraph 4.
4. **Description of Duties:** The Committee shall provide the Secretary of Defense, through the Secretary of the Army, independent advice and recommendations, with respect to the administration of Arlington National Cemetery, the erection of memorials at the cemetery, and master planning for the cemetery.

Additionally, the Committee shall make periodic reports and recommendations to the Secretary of the Army. Not later than 90 days after receiving a report or recommendations from the Committee, the Secretary of the Army shall submit the report or recommendations to the congressional defense committees and the Committees on Veterans' Affairs of the Senate and House of Representatives and include such comments and recommendations that the Secretary of the Army considers appropriate.

5. **Agency or Official to Whom the Committee Reports:** The Committee shall report to the Secretary of Defense through the Secretary of the Army. The Secretary of the Army may act upon the Committee's advice and recommendations.
6. **Support:** The Department of Defense (DoD), through the Secretary of the Army, shall provide support as deemed necessary for the Committee's performance and functions, and shall ensure compliance with the requirements of the FACA, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b) (hereafter referred to as "the Government in the Sunshine Act"), governing Federal statutes and regulations, and governing DoD policies/procedures.
7. **Estimated Annual Operating Costs and Staff Years:** The estimated annual operating costs, to include travel and meeting and contract support, are approximately \$125,000.00. The estimated annual personnel costs to the DoD are 2.0 full-time equivalents.

8. **Designated Federal Officer:** The Designated Federal Officer, pursuant to DoD policy, shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with governing DoD policies and procedures.

In addition, the Designated Federal Officer is required to be in attendance at all Committee and subcommittee meetings for the entire duration of each and every meeting; however, in the absence of the Designated Federal Officer, a properly approved Alternate Designated Federal Officer shall attend the entire duration of the Committee or subcommittee meeting.

The Designated Federal Officer, or the Alternate Designated Federal Officer, shall call all of the Panel's and subcommittees' meetings; prepare and approve all meeting agendas; adjourn any meeting when the Designated Federal Officer, or the Alternate Designated Federal Officer, determines adjournment to be in the public interest or required by governing regulations or DoD policies/procedures; and chair meetings when directed to do so by the official to whom the Committee reports.

9. **Estimated Number and Frequency of Meetings:** The Committee shall meet at the call of the Designated Federal Officer, in consultation with the co-chairs. The estimated number of Committee meetings is four per year.
10. **Duration:** The need for this advisory function is on a continuing basis; however, this charter is subject to renewal every two years.
11. **Termination:** The Committee shall terminate upon repeal of 10 U.S.C. § 4723 (enacted in Public Law 112-81, § 591).
12. **Membership and Designation:** The Committee shall be comprised of no more than nine members who are preeminent authorities in their respective fields of interest or expertise, including:
- a. One member nominated by the Secretary of Veterans Affairs;
 - b. One member nominated by the Secretary of the American Battle Monuments Commission; and
 - c. No more than 7 members nominated by the Secretary of the Army.

The Committee members shall be appointed by the Secretary of Army, and those members, who are not full-time or permanent part-time Federal officers or employees, shall be appointed as experts and consultants under the authority of 5 U.S.C. § 3109 and shall serve as special government employees.

The Secretary of Defense may approve the appointment of Committee members for one-to-four year terms of service; however, no member, unless authorized by the Secretary of Defense, may serve more than two consecutive terms of service. This same term of service limitation also applies to any DoD authorized subcommittees.

The Secretary of the Army shall designate the Co-Chairs from the total Committee membership.

With the exception of travel and per diem for official travel, Committee members appointed as special government employees shall serve without compensation.

Each Committee member is appointed to provide advice on behalf of the government on the basis of his or her best judgment without representing any particular point of view and in a manner that is free from conflict of interest.

13. Subcommittees: The Department, when necessary, and consistent with the Committee's mission and DoD policies and procedures, may establish subcommittees to support the Committee. Establishment of subcommittees will be based upon a written determination, to include terms of reference, by the Secretary of Defense, the Deputy Secretary of Defense, or the Committee's sponsor.

The Committee has three permanent subcommittees:

- a. The Honor Subcommittee shall be comprised of no more than 9 members. The primary focus of this subcommittee is to review and provide recommendations to the parent Committee on extending the future of active burial gravesites, veteran eligibility criteria and master planning. The estimated number of subcommittee meetings is up to 12 times per year.
- b. The Remember Subcommittee shall be comprised of no more than 9 members. The primary focus of this subcommittee is to review and provide recommendations to the parent Committee on efforts to preserve and care for the Tomb of the Unknown Soldier. The estimated number of subcommittee meetings is up to 12 times per year.
- c. The Explore Subcommittee shall be comprised of no more than 9 members. The primary focus of this subcommittee is to review and provide recommendations to the parent Committee on efforts to preserve the historic essence of Arlington National Cemetery and development of an interactive means to share this unique history with the nation and the world. The estimated number of subcommittee meetings is up to 12 times per year.

Such subcommittees shall not work independently of the chartered Committee, and shall report all their recommendations and advice to the Committee for full deliberation and discussion. Subcommittees have no authority to make decisions on behalf of the chartered Committee; nor can any subcommittee or its members update or report directly to the DoD or any Federal officers or employees.

All subcommittee members shall be appointed in the same manner as the Committee members; that is, the Secretary of Defense shall appoint subcommittee members even if the member in question is already a Committee member. Subcommittee members,

with the approval of the Secretary of Defense, may serve a term of service on the subcommittee of one to four years.

Subcommittee members, if not full-time or part-time government employees, shall be appointed to serve as experts and consultants under the authority of 5 U.S.C. § 3109, and shall serve as special government employees, whose appointments must be renewed by the Secretary of Defense on an annual basis. With the exception of travel and per diem for official Committee related travel, subcommittee members shall serve without compensation.

All subcommittees operate under the provisions of FACA, the Government in the Sunshine Act, governing Federal statutes and regulations, and governing DoD policies/procedures.

14. Recordkeeping: The records of the Committee and its subcommittees shall be handled according to section 2, General Record Schedule 26 and appropriate Department of Defense policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552, as amended).

15. Filing Date: July 31, 2012

D



DEPARTMENT OF THE ARMY
ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY
105 ARMY PENTAGON
WASHINGTON DC 20310-0105

26 FEB 2014

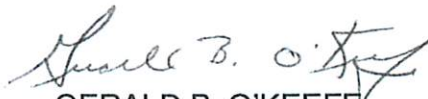
MEMORANDUM THRU Advisory Committee Management Officer for the Department of Defense

FOR Director, Administration and Management, Office of the Secretary of Defense

SUBJECT: Renewal of Charter and Membership Balance Plan for the Advisory Committee on Arlington National Cemetery

1. Request renewal of the charter and membership balance plan for the Advisory Committee on Arlington National Cemetery, which will expire on 30 July 2014. The Committee, directed by 10 U.S.C. § 4723, is a Department of Defense Federal advisory committee sponsored by the Secretary of the Army. Recommend approval to continue the Committee.
2. The proposed charter and membership balance plan for the Committee are enclosed for your consideration. The documents meet the criteria in Department of Defense Instruction 5105.04 (Department of Defense Federal Advisory Committee Management Program).
3. My point of contact for this action is Hok Lim, 703-545-0650 or hok.lim.civ@mail.mil.

Encls


GERALD B. O'KEEFE



DEPARTMENT OF THE ARMY
ARMY NATIONAL MILITARY CEMETERIES
ARLINGTON NATIONAL CEMETERY
ARLINGTON, VIRGINIA 22211-5003

SAAC-AC

07 FEB 2014

MEMORANDUM FOR Office of the Administrative Assistant to the Secretary of the Army, Resources and Programs Agency, Special Programs Office

SUBJECT: Renewal of Charter for the *Advisory Committee on Arlington National Cemetery*

1. References:

a. DoD Instruction 5105.4, "Department of Defense Federal Advisory Committee Management Program," 6 August 2007

b. Charter, *Advisory Committee on Arlington National Cemetery*, 31 July 2012

2. Request renewal of the charter for the *Advisory Committee on Arlington National Cemetery*, which expires on 30 Jul 2014. Enclosed is an updated charter based upon a review; a summary of changes follows:

a. Change to paragraph 4 to reflect the language in the Public Law, removing the reference to Secretary of Defense and replacing with only the Secretary of the Army as the recipient of the advice and recommendations of the Committee.

b. Reduce the number of Chairpersons nominated by the Secretary of the Army from two co-chairs to one chairperson.

3. In accordance with DoDI 5104.04 paragraph E3.4.6.2.1, the following justification is submitted.

a. Accomplishment of Mission. The Committee has worked diligently on the areas specified in the subcommittee terms of reference. The Committee was able to complete work and advise Arlington National Cemetery on areas of master planning with an initiative to designate Arlington National Cemetery an arboretum by May 2014, throughout the development of the Army National Military Cemeteries Master Plan and the final work to begin construction on the Millennium expansion project.

b. **Rationale for Continued Operation.** The *Advisory Committee on Arlington National Cemetery* is a congressionally mandated committee as stated in the provision of Public Law 112-81 § 591, National Defense Authorization Act for Fiscal Year 2012 (enacting in part 10 U.S.C. § 4723) and is tasked with providing advice with respect to the administration of Arlington National Cemetery, the erection of memorials at the cemetery, and master planning for the cemetery.

c. **Accomplishments with regards to the Department of Defense.** The Committee's recommendations regarding the challenging mementos program in Section 60 has assisted with ensuring the significant sacrifice of our nation's veterans in the current theaters of conflict while maintaining the dignity and decorum befitting a national shrine.

d. **Why function cannot be performed by existing DoD resources and/or be absorbed by another existing DoD-Supported Committee.** The functions of the *Advisory Committee on Arlington National Cemetery* cannot be replaced by existing DoD resources or absorbed by another existing DoD Supported Committee as it is unique to the issues and challenges found at Arlington National Cemetery as we inter our nation's veterans and their loved ones over the next forty years and plan for continued extension of the life of the cemetery and national shrine.

e. **Impact of discontinuation.** Discontinuation of the *Advisory Committee on Arlington National Cemetery* would result in DoD failing to comply with Public Law.

4. Point of contact for this memorandum is the undersigned at renea.c.yates.civ@mail.mil or 703-614-1248.

ENCL



RENEA C. YATES
Designated Federal Officer
Advisory Committee on Arlington National
Cemetery